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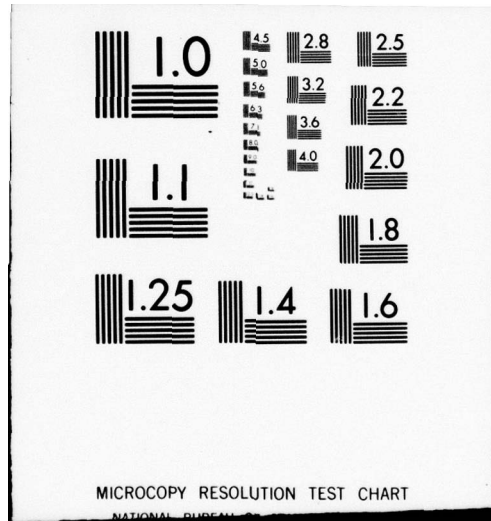
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# OCCUPATIONAL SURVEY REPORT

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RANDOLPH AFB TEXAS 78148

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## PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Communications-Electronics Programs Management career ladder (AFSCs 29630, 29670, and 29690). This project was directed by USAF Program Technical Training, Volume 2, dated October 1978. The authority for conducting occupational surveys is contained in AFR 35-2. Computer printouts from which this report was produced are available for use by operating and training officials.

This survey instrument was developed by Mr. James L. Slovak, Inventory Development Specialist. Mr. Reginald G. Nolte, analyzed the survey data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Jimmy L. Mitchell, Chief, Airman Career Ladders Analysis Section, Occupational Survey Branch, USAF Occupational Measurement Center, Randolph AFB, Texas, 78148.

Computer programs for analyzing the occupational data were designed by Dr. Raymond E. Christal, Occupational and Manpower Research Division, Air Force Human Resources Laboratory (AFHRL), and were written by the Project Analysis and Programming Branch, Computational Sciences Division, AFHRL.

Copies of this report are available to air staff sections, major commands, and other interested training and management personnel upon request to the USAF Occupational Measurement Center, attention of the Chief, Occupational Survey Branch (OMY), Randolph AFB, Texas 78148.

This report has been reviewed and is approved.

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## SUMMARY OF RESULTS

1. Survey Coverage: The Communications-Electronics Programs Management career ladder job inventory was administered during the period July through November 1978. Survey results are based on responses from 252 of the 386 personnel assigned to the 296X0 career ladder. This represents 65 percent of all assigned career ladder members.
2. Career Ladder Structure: Two major job clusters and four independent job types were identified within the career ladder. Base Programmers, representing the largest cluster, form the core of the communications-electronics programs management career ladder. The second large cluster were Headquarters Programmers who, as their title implies, are assigned to Communications Areas or Major Commands in planning, reviewing, monitoring, and coordinating functions. Overall, the career ladder was found to be very homogeneous in terms of tasks performed.
3. Career Ladder Progression: Generally, 3- and 7-skill level airmen perform essentially the same job, with few exceptions. Both skill level groups spend over 86 percent of their time performing technical tasks. Nine-skill level personnel also spend the majority of their time on technical tasks (71 percent) which is rather unusual. Generally 9-skill level personnel perform predominately supervisory and management tasks. The low career field population and specialized nature of their work appears to lead to a high homogeneity across skill level groups.
4. CONUS and Overseas Groups: There is little difference in CONUS and overseas groups. The overseas group performed less average tasks, and is less involved in telecommunications service and leasing agreements, while they spend more time inventorying C-E equipment and verifying security aspects of the program implementation. Command-wise, the majority of Security Services personnel are assigned to overseas bases.
5. AFR 39-1 Review: The AFR 39-1 Specialty Descriptions contain statements of responsibility which are sufficiently broad in scope to include all required tasks performed by 296X0 personnel.
6. STS Review: STS 296X0 provided a generally accurate and complete description of the tasks performed by career ladder respondents.
7. Comparison to Previous Survey: Both this survey and the earlier 1974 survey reflect very similar career ladder structures and tasks performed. A contrast of the data from the two time periods indicated a very stable career ladder.
8. Implications: No major problems were identified during this analysis. The career ladder had remained stable over the intervening years and barring major restructuring or a merger with another ladder, it should continue to remain stable.



**OCCUPATIONAL SURVEY REPORT  
COMMUNICATIONS-ELECTRONICS PROGRAMS MANAGEMENT CAREER LADDER  
(AFSCs 29630, 29670, and 29690)**

**INTRODUCTION**

This is a report of an occupational survey of the Communications-Electronics Programs Management career ladder (AFSCs 29630, 29670, and 29790) completed by the Occupational Survey Branch, USAF Occupational Measurement Center, in April 1979. The previous occupational survey of this career ladder was published during December 1974.

Since the 1974 survey, the career ladder had remained relatively stable. The current project was requested by the Technical Training School and scheduled in the USAF Program Technical Training, Volume Two (PTT). This career ladder is a lateral ladder with prior qualification at the 7-skill level in a 29XXX, 30XXX, 31XXX, or 36XXX specialty being mandatory. As a consequence of the mandatory 7-skill level qualification, 96 percent of the 296X0 career ladder incumbents are in their third enlistment period or beyond.

Topics discussed in this report include: (1) survey methodology, (2) the job structure found within the career ladder and how it relates to skill level and experience groups, (3) comparison of the job structure with career ladder documents such as AFR 39-1 Specialty Job Descriptions and the Specialty Training Standards (STS), and (4) comparison of the current survey with the previous survey.

**SURVEY METHODOLOGY**

**Inventory Development**

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-296-366. The survey instrument from the 1974 study served as the basis for the new task inventory. The previous task list was expanded and refined after thorough research of career field publications and directives and after personal interviews with five subject-matter specialists at two bases. The final result was a task list consisting of 308 tasks grouped under 13 duty headings and a background section which included information about each respondent such as grade, TAFMS, duty title, and job interest.

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### Survey Administration

During the period July through November 1978, consolidated base personnel offices in operational units worldwide administered the inventory booklets to personnel holding the Communications-Electronics Programs Management DAFSCs. These personnel were selected from a computer generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resources Laboratory (AFHRL). Each individual who completed the inventory first completed an identification and biographical information section, then checked each task performed in their current job.

After checking all tasks performed, each respondent then rated each of these tasks on a nine-point scale showing relative time spent on that task as compared to all other tasks checked. The ratings ranged from one (very-small-amount time spent) through five (about-average time spent) to nine (very-large-amount time spent). To determine relative time spent for each task checked by a respondent, all a respondent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task responses and the quotient multiplied by 100. This procedure provides a basis for comparing tasks not only in terms of percent members performing but also in terms of average percent time spent. For the "other" category, the 13 percent of sample was higher than the percent of assigned. This was done to insure adequate survey coverage of a number of commands which have low populations in this career ladder (eg: USAFE, HQ Comd, MAC, PACAF, etc.).

### Survey Sample

Personnel were selected to participate in this survey so as to insure proper representation across MAJCOM and DAFSC groups. Table 1 reflects the percentage distribution, by major command, of assigned personnel in the career ladder as of June 1978. Also listed in this table is the percent distribution, by major command, of respondents in the final survey sample.

TABLE 1

#### COMMAND REPRESENTATION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>NUMBER ASSIGNED AS OF JUNE 1978</u>	<u>PERCENT OF ASSIGNED PERSONNEL</u>	<u>PERCENT OF SAMPLE</u>
AFCS	330	85%	78%
USAFSS	24	6%	3%
ADC	14	4%	4%
ATC	4	1%	2%
OTHER	<u>14</u>	<u>4%</u>	<u>13%</u>
TOTAL	386	100%	100%



Table 2 indicates the DAFSC distribution of the survey sample. The 252 respondents making up this final sample represent 65 percent of the 386 personnel assigned to this career ladder Air Force-wide. Generally, it appears that the survey sample provides good representation across all skill levels.

**TABLE 2**

**DAFSC DISTRIBUTION OF SURVEY SAMPLE**

<u>DAFSC</u>	<u>NUMBER ASSIGNED</u>	<u>NUMBER SAMPLED</u>	<u>PERCENT SAMPLED</u>
29630	53	31	58%
29670	235	155	66%
29690	98	66	67%
<b>TOTAL</b>	<b>386</b>	<b>252</b>	<b>65%</b>

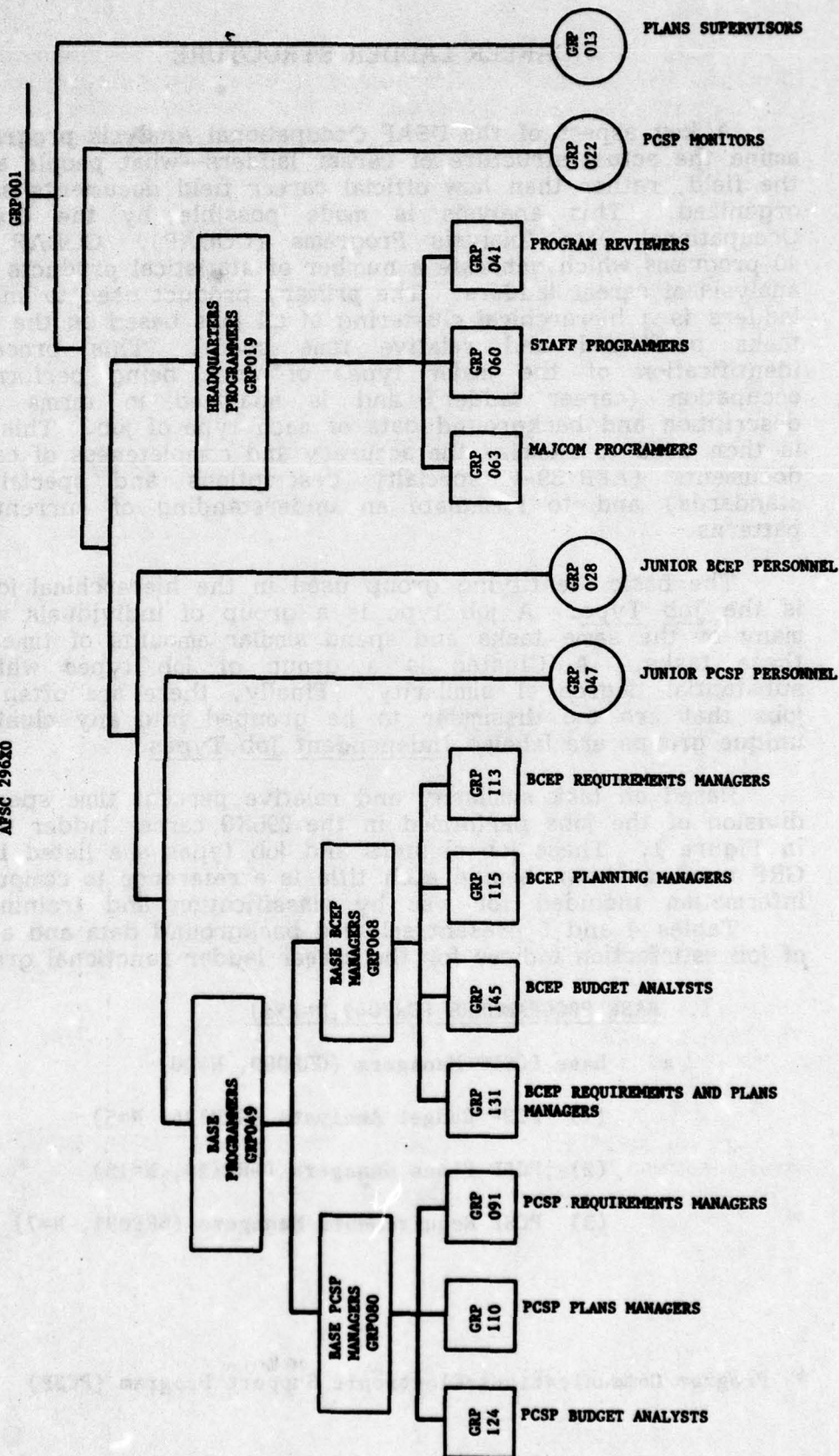
In Table 3, the total active federal military service (TAFMS) survey distribution is presented. It should be noted that no members of the survey sample are in their first enlistment and only four percent are in their second enlistment.

**TABLE 3**

<u>MONTHS TIME IN SERVICE</u>	<u>1-48</u>	<u>49-96</u>	<u>97-144</u>	<u>145-192</u>	<u>193-240</u>	<u>240+</u>
<b>NUMBER IN FINAL SAMPLE</b>	0	9	41	50	80	70
<b>PERCENT OF SAMPLE</b>	0%	4%	16%	20%	32%	28%

In summary, the Command, DAFSC, and TAFMS distributions listed above indicate that, overall, this sample was adequate and representative of the 296X0 career ladder as a whole.

FIGURE 1  
COMMUNICATIONS-ELECTRONICS PROGRAMS MANAGEMENT CAREER LADDER  
AFSC 296X0





## CAREER LADDER STRUCTURE

A key aspect of the USAF Occupational Analysis program is to examine the actual structure of career ladders--what people are doing in the field, rather than how official career field documents say they are organized. This analysis is made possible by the Comprehensive Occupational Data Analysis Programs (CODAP). CODAP consists of 40 programs which generate a number of statistical products used in the analysis of career ladders. The primary product used to analyze career ladders is a hierarchical clustering of all jobs based on the similarity of tasks performed and relative time spent. This process permits identification of the major types of work being performed in the occupation (career ladder) and is analyzed in terms of the job description and background data of each type of job. This information is then used to examine the accuracy and completeness of career ladder documents (AFR 39-1 specialty descriptions and specialty training standards) and to formulate an understanding of current utilization patterns.

The basic identifying group used in the hierarchical job structure is the Job Type. A job type is a group of individuals who perform many of the same tasks and spend similar amounts of time performing these tasks. A Cluster is a group of job types which have a substantial degree of similarity. Finally, there are often specialized jobs that are too dissimilar to be grouped into any cluster. These unique groups are labeled Independent Job Types.

Based on task similarity and relative percent time spent, the best division of the jobs performed in the 296X0 career ladder is illustrated in Figure 1. These job clusters and job types are listed below. The GRP number shown beside each title is a reference to computer printed information included for use by classification and training officials.

Tables 4 and 5 present selected background data and a comparison of job satisfaction indices for the career ladder functional groups.

### I. BASE PROGRAMMERS (GRP049,N=155)

#### a. Base PCSP\* Managers (GRP080, N=30)

- (1) PCSP Budget Analysts (GRP124, N=5)
- (2) PCSP Plans Managers (GRP110, N=15)
- (3) PCSP Requirements Managers (GRP091, N=7)

\* Program Communications-Electronic Support Program (PCSP)

b. Base BCEP\*\* Managers (GRP068, N=117)

(1) BCEP Requirements and Plans Managers (GRP131, N=55)

(2) BCEP Budget Analysts (GRP145, N=32)

(3) BCEP Planning Managers (GRP115, N=11)

(4) BCEP Requirements Managers (GRP113, N=11)

II. JUNIOR PCSP PERSONNEL (GRP047, N=9)

III. JUNIOR BCEP PERSONNEL (GRP028, N=6)

IV. HEADQUARTERS PROGRAMMERS (GRP019, N=40)

a. MAJCOM Programmers (GRP063, N=5)

b. Staff Programmers (GRP060, N=11)

c. Program Reviewers (GRP041, N=16)

V. PCSP MONITORS (GRP022, N=7)

VI. PLANS SUPERVISORS (GRP013, N=12)

Ninety-one percent of the respondents in the sample were found to perform jobs roughly equivalent to those described in the six clusters or independent job types listed above. The remaining nine percent were not associated with any of these major groups because the respondents jobs were so heterogeneous or unique that they did not group with clusters or as independent job types. Some of their job titles were NAF C-E Program Management Support, Technical Writer, Superintendent Communication Management ACTION Group, C-E Program Manpower Analyst, AFCS PCSP/AFEMS Interface Coordinator, and Superintendent of Programs.

\*\* Base Communications-Electronics Program (BCEP)

NOTE: The old title, Base Wire Communications Program (BWCP) is retained through much of this report because that was the title when the data was collected.



## GROUP DESCRIPTIONS

I. Base Programmers (GRP049, N=155). This large cluster consisting of 155 personnel represents 62 percent of the survey sample. These survey respondents spend the majority of their time performing the base-level planning portion of program management functions. Typical tasks include maintaining scheme folders, acting as focal point for requirements needing AFCS engineering or installation assistance, preparing C-E requirements for C3 requirements board approval, and briefing commanders and staff on the status of C-E programs. All skill levels in the career ladder are represented and the average grade is 6.0. Average time in the service is 202 months and in the career field 63 months. Eighty-seven percent found their job interesting, with their perceived utilization of talents and training also high. This cluster of base-level personnel are found at the group and squadron level and are the core of the communications-electronics program management career ladder.

Two distinct sub-clusters appear within the main cluster: Base PCSP Managers, and Base BCEP managers. As implied by the titles, Base PCSP Managers are principally involved in performing program communications-electronic support management and Base BCEP managers are involved primarily with the base wire communications portion of program management. Within each of these two sub-clusters are further specializations related to budget, plans, and requirements. Appendix A contains more detailed information relating to the sub-clusters and the job types within each.

II. JUNIOR PCSP Personnel (GRP047, N=9). This small independent job type is similar to one of the job types (GRP110) in the Base Programmers Cluster above; however, they are far less experienced in the career field (48 months versus 70 months) and have an average of ten less months in service. Thirty-three percent are 3-skill level personnel and their average grade is 5.9 as opposed to an average grade of 6.2 for the PCSP Plans Managers (GRP110). This group is differentiated from PCSP Plans Managers in that they are more involved with simpler tasks relating to performing Program Communications-Electronics Support Program (PCSP) Management. These tasks include annotate PCSP between editions to reflect program changes, research PCSPs, proofread PCSP cards, and correlate PCSPs with AFEMS Records. The expressed job interest for this group is somewhat lower than Base Programmers however, their perceived utilization of their talent and training are fairly high.

III. Junior BCEP Personnel (GRP028, N=6). This small independent job type, like its predecessor above, is related to the Base Programmer cluster but similarly it fell out as an isolated job type because of the low experience level of its respondents, and relatively low number of tasks performed. The average time in the career field was only 37 months, average member of tasks performed was 56, and the average grade was 5.3. Typical tasks performed were prepare or forward allied

supporting structure status reports, prepare drafts of C-E installations completion and commissioning certificates, brief commanders and staff on status of C-E programs, and compile or forward base wire communications program (BCEP) documentation. Their expressed job interest is also somewhat lower than Base Programmers, while their perceived utilization of their talents and training is high.

IV. Headquarters Programmers (GRP019, N=40). This cluster of 40 members consists of personnel assigned to a Communications Area or Major Command in planning, documentation, and implementation portions of program management functions. Typical tasks performed are review or correct SOR's submitted by subordinate elements; report status of programs to HQ USAF; receive, review, or disseminate program approval notification; and coordinate completed program actions with responsible agencies. Ninety-seven percent of the survey respondents in this cluster are 7- or 9-skill level airmen. They have an average grade of 6.3 and an average of 208 months in service. The average number of tasks they perform is relatively low (48), indicating a high degree of specialization. Seventy percent find their jobs interesting and they perceive the use of their talents and training as good.

Within this cluster, three jobs types were identified. These included MAJCOM Programmers, Staff Programmers, and Program Reviewers, indicating a degree of specialization within the cluster. Appendix A contains more details of these job types.

V. PCSP Monitors (GRP022, N=7). This independent job group, consisting of seven personnel, are involved in monitoring the Communications-Electronic support program. Typical tasks performed include: correct variances between the Air Force equipment management system (AFEMS) and PCSP, correlate PCSPs with AFEMS records, proofread PCSP cards, prepare punch card transcripts to administratively change PCSPs, and obtain data from BCE for allied support construction status reports. The respondents in this group are all 7-skill level and have an average grade of 5.7. They have an average of 190 months in service and perform relatively few tasks (37). All work at group and squadron level and 72 percent of them find their jobs interesting. Their perception of the use of their talents is somewhat low (57 percent), but they have a high perception of the use of their training (71 percent). Their reenlistment intentions are also quite low.

VI. Plans Supervisors (GRP013, N=12). This independent job group consists of 12 survey respondents who perform supervisory tasks related to the planning position of program management functions. The majority of these personnel are at MAJCOM or communications area level and have an average grade of 7.2. They are all 7- and 9-skill level airmen. Typical tasks performed include develop or improve work methods or procedures, determine work priorities, determine programming actions to meet C-E requirements, conduct OJT, and prepare directives outlining composition, responsibilities, and functions



of C3 board. They are satisfied with their jobs and have a good perception of the use of their talents and training. The average number of tasks performed (49) is fairly low.

### Summary

The picture that emerges from this analysis of the career ladder tends to validate the existing Air Force classification structure for this specialty. A predominant number of 7-skill level airmen make up the career ladder structure, with most primarily being involved in performing the planning and the documentation portions of program management. More experienced personnel tend to be found in higher headquarters performing staff functions such as coordinating, reviewing, monitoring, and approving the various Communications-Electronics Programs. This basic structure was found in the last survey and presents a very stable career ladder structure.

TABLE 4

## SELECTED BACKGROUND DATA ON CAREER LADDER FUNCTIONAL GROUPS

	BASE PROGRAMMERS	JUNIOR PCSP PERSONNEL	JUNIOR BCEP PERSONNEL	HEADQUARTERS PROGRAMMERS	PCSP MONITORS	PLANS SUPERVISORS
NUMBER IN GROUP	155	9	6	40	7	12
PERCENT OF SAMPLE	62%	4%	2%	16%	3%	5%
PERCENT LOCATED IN CONUS	58%	56%	50%	58%	43%	67%

## DAFSC DISTRIBUTION

NOT INDICATED	2%	-	-	-	-	-
29630	14%	33%	33%	3%	-	-
29670	61%	67%	67%	65%	100%	50%
29690	23%	-	-	32%	-	50%

AVERAGE GRADE	6.0	5.9	5.3	6.3	5.7	7.2
AVERAGE TIME IN CAREER FIELD (MONTHS)	63	48	37	77	67	83
AVERAGE TIME IN SERVICE (MONTHS)	202	198	160	208	190	241

AVERAGE NUMBER OF PERSONS SUPERVISED	1	0	0	0	0	2
AVERAGE NUMBER OF TASKS PERFORMED	145	82	56	48	37	49
JOB DIFFICULTY INDEX	15.8	10.7	8.6	9.8	7.7	6.9



COMPARISON OF JOB SATISFACTION INDICES BY CAREER LADDER FUNCTIONAL GROUPS  
(PERCENT MEMBERS PERFORMING)

	BASE PROGRAMMERS	JUNIOR PCSP PERSONNEL	JUNIOR BCEP PERSONNEL	HEADQUARTERS PROGRAMMERS	PCSP MONITORS	PLANS SUPERVISORS
EXPRESSED JOB INTEREST:						
DULL	6%	-	-	18%	14%	-
SO-SO	7%	33%	33%	10%	14%	17%
INTERESTING	87%	67%	67%	72%	72%	83%
PERCEIVED UTILIZATION OF TALENTS:						
LITTLE OR NOT AT ALL	10%	11%	17%	30%	43%	8%
FAIRLY WELL OR BETTER	90%	89%	83%	70%	57%	92%
PERCEIVED UTILIZATION OF TRAINING:						
LITTLE OR NOT AT ALL	23%	11%	17%	25%	29%	25%
FAIRLY WELL OR BETTER	77%	89%	83%	75%	71%	75%
DO YOU PLAN TO REENLIST:						
NO, OR PROBABLY NO	34%	44%	17%	35%	57%	58%
YES OR PROBABLY YES	64%	56%	83%	65%	43%	42%
NO REPLY	2%	-	-	-	-	-

## ANALYSIS OF DAFSC GROUPS

In conjunction with identifying the job structure of the career ladder, it is important to examine skill level differences of members and relate these differences back to the job structure. In addition, this information can be compared to career ladder documents such as AFR 39-1 specialty descriptions and the Specialty Training Standard (STS) in order to determine how accurately these documents reflect what career ladder personnel are actually doing in the field.

### Skill Level Descriptions

DAFSCs 29630 and 29670. Three and 7-skill level personnel performed essentially the same job, with few exceptions. Both groups spend over 86 percent of their time performing technical tasks such as planning program management functions, documenting program management functions, and performing program communications-electronic support program (PCSP) management. Three-skill level airmen devote more time to plans management tasks than do 7-skill level airmen. On the other hand, 7-skill level airmen spend more time implementing program management functions.

Table 6 presents the distribution of each DAFSC group across functional groups identified in the CAREER LADDER STRUCTURE section. Most 3- and 7-skill level personnel fell into the cluster of Base Programmers.

Tables 7 and 8 present tasks frequently performed by 3- and 7-skill level personnel. Over half of these tasks are performed by members of both skill levels, indicating the homogeneity of the two DAFSC groups.

Table 9 lists the tasks which most clearly differentiate between 3- and 7-skill level personnel. This table indicates that a higher percentage of 7-skill level personnel are involved in the directing and implementing of office procedures, while the 3-skill level personnel are more involved in the routine tasks. The 3-skill level personnel average 104 tasks performed while the 7-skill level performed an average of 108 tasks. This again points out the very high homogeneity between these two DAFSC groups.

DAFSC 29690. Personnel with the 9-skill level spend 29 percent of their time on supervisory tasks. This is considerably lower than most 9-skill level groups. The majority of their time is spent on technical tasks, particularly the planning portion of program management functions and the documentation portion of program management functions. In other technical areas, they spend considerably less time than the 3- and 7-skill level survey respondents.



Tasks most frequently performed by 9-skill level personnel (See Table 10) included determine work priorities, evaluate or answer inspection reports, and act as focal point for requirements needing AFCS engineering or installation assistance.

Fifty-three percent of 9-skill level personnel fell into the large Base Programmers Cluster. Twenty percent were Headquarters Programmers, and nine percent were Plans Supervisors. Interestingly, 14 percent of the 9-skill level personnel were performing unique jobs at Headquarters AFCS, HQ European Communications area, and HQ Southern Communications area which did not form into any of the clusters, job types, or independent job types.

Differences between 7- and 9-skill level airmen (See Table 11) highlight the shift from technical to supervisory tasks, although in this career ladder, compared to most, it is not very significant. Technical tasks remain the dominant orientation in time spent at the 9-level (71 percent). Supervisory tasks are primarily limited to organizing and planning (Duty A), and directing and implementing office activities (Duty B). Duty C, Evaluating office activities, and Duty D, Training do not appear to very revelant in this career ladder. Average member of tasks performed by 7-skill level personnel was 108 and for 9-skill level personnel it was 101.

### Summary

Overall 3-, 7-, and 9-skill level personnel spent the largest percentage of their time accomplishing technical tasks. There is a noticeable increase in supervisory tasks at the 9-skill level, but it is low when compared to the 9-skill levels in most career ladders. The largest percent of all skill levels is found in the large Base Programmers Cluster, indicating the great homogeneity of this ladder. Average number of tasks performed by all skill levels are nearly identical, again an indication of career ladder homogeneity.

**TABLE 6**  
**PERCENT MEMBERS PERFORMING CAREER LADDER JOBS BY DAFSC GROUPS**

<u>JOB GROUPS</u>	<u>DAFSC 29630 (N=31)</u>	<u>DAFSC 29670 (N=155)</u>	<u>DAFSC 29690 (N=66)</u>
I. BASE PROGRAMMERS (GRP049)	68	60	53
II. JUNIOR PCSP PERSONNEL (GRP047)	10	4	0
III. JUNIOR BCEP PERSONNEL (GRP028)	6	3	0
IV. HEADQUARTERS PROGRAMMERS (GRP019)	3	17	20
V. PCSP MONITORS (GRP022)	0	5	0
VI. PLANS SUPERVISORS (GRP013)	<u>0</u>	<u>9</u>	<u>9</u>
PERCENT ACCOUNTED FOR IN JOB CLUSTERS	87%	98%	82%
PERCENT ACCOUNTED FOR IN OTHER JOBS	13%	2%	4%*

\* THE REMAINING 14% OF THE 9-SKILL LEVEL PERSONNEL PERFORM JOBS AT HQ AFCS, HQ EUROPEAN COMMUNICATIONS AREA, AND HQ SOUTHERN COMMUNICATIONS AREA WHICH WERE UNIQUE AND DISSIMILAR ENOUGH THAT THEY DID NOT FALL INTO ANY OF THE ABOVE JOB GROUPS.



TABLE 7

## REPRESENTATIVE TASKS PERFORMED BY DAFSC 29630 PERSONNEL

<u>TASK</u>	<u>TITLE</u>	<u>PERCENT PERFORMING</u>
I189	MAINTAIN SCHEME FOLDERS	94
E90	POST CHANGES TO PLANS ON FILE	87
G161	PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR RELOCATION OF C-E EQUIPMENT	84
I188	BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS	84
H184	RECEIVE OR PROCESS PCSP WORKBOOKS	84
F128	PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS	81
H172	ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES	81
B31	REQUISITION SUPPLIES OR EQUIPMENT	81
G152	COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES	81
A8	ESTABLISH OR UPDATE FILE SYSTEMS OR RECORDS DISPOSITION PLANS	77
B21	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	77
L272	RECEIVE OR DISSEMINATE MANPOWER SOURCE LISTINGS (MSL)	74
I200	TAKE ACTION TO INSURE TRANSFER OF EQUIPMENT AFTER INSTALLATION	74
F144	ROUTE SOR TO STAFF AGENCIES FOR COORDINATION	65
F133	RECORD MINUTES OF C3 BOARD MEETINGS	55

TABLE 8

REPRESENTATIVE TASKS PERFORMED BY DAFSC 29670 PERSONNEL

<u>TASK</u>	<u>TITLE</u>	<u>PERCENT PERFORMING</u>
I189	MAINTAIN SCHEME FOLDERS	89
I188	BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS	86
F100	ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION ASSISTANCE	83
G152	COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES	80
F128	PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS	76
F107	COORDINATE TRANSPORTATION OR LODGING FOR VISITING ENGINEERS OR INSTALLATION TEAMS	75
G167	RECEIVE OR COMPILE SOR PARTS	74
I200	TAKE ACTION TO INSURE TRANSFER OF EQUIPMENT AFTER INSTALLATION	74
B31	MAINTAIN STATUS BOARDS, GRAPHS OR CHARTS	70
G161	PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR RELOCATION OF C-E EQUIPMENT	69
I190	OBTAIN DATA FROM BCE FOR ALLIED SUPPORT CONSTRUCTION	69
B40	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	68
H172	ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES	68
G168	REPRODUCE OR DISTRIBUTE SORs	65
H176	CORRELATE PCSPs WITH PROGRAM DOCUMENTS TO INSURE COMPATIBILITY	64



TABLE 9

**TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN 29630 AND 29670 PERSONNEL  
(PERCENT MEMBERS PERFORMING)**

<u>TASK</u>	<u>TITLE</u>	<u>DAFSC 29630 (N=31)</u>	<u>DAFSC 29670 (N=155)</u>	<u>ABSOLUTE DIFFERENCE</u>
E90	POST CHANGES TO PLANS ON FILE	87	48	+39
E89	MAINTAIN PLANS LIBRARIES	81	45	+36
E92	PREPARE OR DISTRIBUTE PLANS SUMMARIES	74	40	+34
L272	RECEIVE OR DISSEMINATE MANPOWER SOURCE LISTINGS (MSL)	74	44	+30
E97	REVIEW INCOMING PLANS FOR IMPACT ON UNIT MISSION	84	54	+30
E84	ESTABLISH SUSPENSES FOR CHANGES OR REVIEW OF PLANS	77	49	+28
E81	DIRECT STAFF ELEMENTS TO REVIEW PLANS	77	51	+26
E274	REVIEW OR CORRECT MSL	68	42	+26
E95	PREPARE, FILE, OR MAINTAIN PLANS CONTROL RECORDS	74	49	+25
B30	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	3	40	-37
B22	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	3	34	-31
B23	DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES	35	61	-26
F124	PREPARE ECONOMIC ANALYSES	3	28	-25
F105	CONDUCT RESEARCH VALIDATING C-E REQUIREMENTS	48	73	-25
G169	REVIEW OR CORRECT SOR SUBMITTED BY SUBORDINATE ELEMENTS	16	41	-25

TOTAL NUMBER OF TASKS EXCEEDING 30 PERCENT DIFFERENCE: 7

AVERAGE NUMBER OF TASKS PERFORMED BY 29630 PERSONNEL: 104

AVERAGE NUMBER OF TASKS PERFORMED BY 29670 PERSONNEL: 108

TABLE 10

REPRESENTATIVE TASKS PERFORMED BY DAFSC 29690 PERSONNEL

<u>TASK</u>	<u>TITLE</u>	<u>PERCENT PERFORMING</u>
B21	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	88
A3	DETERMINE WORK PRIORITIES	77
C50	PERFORM OR EVALUATE SELF INSPECTIONS	77
I188	BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS	74
C46	EVALUATE OR ANSWER INSPECTION REPORTS	73
A8	ESTABLISH OR UPDATE FILE SYSTEMS OR RECORDS DISPOSITION	73
F105	CONDUCT RESEARCH VALIDATING C-E REQUIREMENTS	71
G150	ACCOMPLISH STAFF COORDINATION ON PROGRAM ACTIONS OR DELETIONS	71
F144	ROUTE SOR TO STAFF AGENCIES FOR COORDINATION	70
F100	ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION ASSISTANCE	68
B30	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	67
G168	REPRODUCE OR DISTRIBUTE SORs	67
G152	COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES	67
B31	MAINTAIN STATUS BOARDS, GRAPHS OR CHARTS	65
A9	ESTABLISH OR UPDATE ORGANIZATIONAL POLICIES OR OPERATING INSTRUCTIONS	64



TABLE 11

**TASKS WHICH MOST CLEARLY DISTINGUISH BETWEEN 29670 AND 29690 PERSONNEL  
(PERCENT MEMBERS PERFORMING)**

<u>TASK</u>	<u>TITLE</u>	<u>DAFSC 29670 (N=155)</u>	<u>DAFSC 29690 (N=66)</u>	<u>ABSOLUTE DIFFERENCE</u>
I200	TAKE ACTION TO INSURE TRANSFER OF EQUIPMENT AFTER INSTALLATION	74	47	+27
I189	MAINTAIN SCHEME FOLDERS	89	65	+24
I199	TAKE ACTION TO INSURE QUALITY CONTROL INSPECTIONS OF COMPLETED FACILITIES	68	45	+23
H177	ENTER EQUIPMENT RECORDS OF APPROVED PROGRAMS IN THE PCSP	55	33	+22
H183	PROOFREAD PCSP CARDS	65	43	+22
F140	REVIEW FUNDS EXPENDITURE TO PRECLUDE COST OVERRUN	41	20	+21
B37	SUPERVISE COMMUNICATIONS-ELECTRONICS PROGRAMS MANAGEMENT TECHNICIANS (AFSC 29670)	16	52	-36
A9	ESTABLISH OR UPDATE ORGANIZATIONAL POLICIES OR OPERATING INSTRUCTIONS	30	64	-34
B30	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	40	67	-27
A19	SCHEDULE LEAVES	27	53	-26
A12	ESTABLISH WORK PROCEDURES	37	61	-24
A4	DETERMINE WORK REQUIREMENTS FOR OFFICE SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	28	52	-24
B22	COUNSEL PERSONNEL ON PERSONAL OR MILITARY RELATED PROBLEMS	34	56	-22
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	21	42	-21
A15	PLAN OR SCHEDULE WORK ASSIGNMENTS	32	53	-21

TOTAL NUMBER OF TASKS EXCEEDING 30 PERCENT DIFFERENCE: 2  
 AVERAGE NUMBER OF TASKS PERFORMED BY 29670 PERSONNEL: 108  
 AVERAGE NUMBER OF TASKS PERFORMED BY 29690 PERSONNEL: 101

## ANALYSIS OF CONUS VERSUS OVERSEAS GROUPS

Comparisons of the tasks performed and background data for DAFSC 29670 respondents assigned to CONUS versus overseas locations were examined. Generally, the tasks performed and time spent performing varied little between CONUS and overseas groups. CONUS groups spent slightly more time on telecommunication service tasks and tasks relating to leasing agreements while overseas incumbents spent more time inventorying C-E equipment, developing C-E program status charts, verifying security aspects of program implementation, and writing staff studies, surveys, or special reports. CONUS personnel report an average of 116 tasks versus 95 average tasks for overseas respondents. Table 12 presents those 15 tasks which best differentiate between CONUS and overseas DAFSC 29670 groups.

Comparison of background data indicated that CONUS respondents averaged more time in the career field (60 months versus 52 months for overseas respondents) and equal time in service, 192 months. Average grade for CONUS personnel was 5.7 and for overseas personnel 5.8. The greatest difference in command assignments were that 11 percent of the overseas personnel were assigned to Security Service while only one percent of CONUS personnel were assigned to USAFSS.

Summarily, no substantial differences were identified between Conus and overseas groups.



TABLE 12

TASKS WHICH DISCRIMINATE MOST CLEARLY BETWEEN DAFSC 29670 CONUS AND OVERSEAS GROUPS  
(PERCENT MEMBERS PERFORMING)

TASK	TITLE	CONUS (N=88)	OVERSEAS (N=66)	DIFFERENCE
J 212	PREPARE BWCP REQUIREMENTS/RESOURCE DATA (COMMERICAL LEASED) FORMS (AF FORM 1265)	47	11	+36
F 127	PREPARE OR SUBMIT TELECOMMUNICATIONS SERVICE REQUESTS (TSR)	33	5	+28
M 290	MANAGE C3 BOARD PROJECTS IN LEASE COMMUNICATIONS	31	6	+25
A 4	DETERMINE WORK REQUIREMENTS FOR OFFICE SPACE, PERSONNEL,	37	15	+22
M 296	PREPARE OR SUBMIT TELECOMMUNICATIONS SERVICE REQUESTS (TSR) TO HIGHER HEADQUARTERS	22	0	+22
M 295	PREPARE OR SUBMIT REQUEST FOR COMMUNICATION SERVICE FORM (AF FORM 1218)	20	0	+20
I 195	REPORT STATUS OF PROGRAMS TO HQ USAF	36	17	+19
E 79	COMPUTE OR FORWARD RECOMMENDED PLANS CHANGES TO OFFICE OF PRIMARY RESPONSIBILITY (OPR)	59	40	+19
E 81	DIRECT STAFF ELEMENTS TO REVIEW PLANS	59	40	+19
M 299	PRESENT ITEMS ON LEASED COMMUNICATIONS TO C3 BOARDS	40	21	+19
H 178	INVENTORY C-E EQUIPMENT WITH CUSTODIAN	47	62	-15
H 179	NOTIFY PROGRAM MANAGERS OF DISCREPANCIES AND NEEDED CORRECTIONS IN PCSP DOCUMENTATION	48	62	-14
A 5	DEVELOP COMMUNICATIONS-ELECTRONICS (C-E) PROGRAM STATUS CHARTS	59	73	-14
G 170	VERIFY SECURITY ASPECTS OF PROGRAM IMPLEMENTATION	38	50	-12
B 40	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	62	74	-12

## ANALYSIS OF TASK DIFFICULTY

From a listing of personnel identified for the AFSC 296X0 job survey, airmen primarily holding the 7-skill level from various locations and commands were selected to rate task difficulty. Tasks were rated on a nine-point scale from extremely low to extremely high difficulty. Difficulty is defined as the length of time it takes an average career ladder member to learn to do the task. Interrater reliability (as assessed through components of variance of standardized group means) among the 44 raters was .94. Ratings were adjusted so that tasks of average difficulty have ratings of 5.00.

Tasks rated as above average in difficulty were mostly associated with performing the planning portion of program management functions, training, and performing budgeting functions. In contrast, most tasks related to supervision were rated below average in difficulty. The low ratings associated with supervisory tasks could reflect the specialized nature of the career ladder, in which few members are involved in a supervisory role. Tables 13 and 14 present a sampling of tasks which were rated as the most and least difficult, respectively. To further clarify task difficulty data, Tables 15 and 16 present those tasks which were rated as above and below average difficulty (5.00) and which were performed by the largest percentages of the AFSC 296X0 respondents.

### Job Difficulty Index (JDI)

In addition to reviewing the relative difficulty of tasks, it is useful to examine the relative difficulty of jobs. To obtain a relative Job Difficulty Index (JDI), the task difficulty ratings for tasks performed and the time spent on those tasks by specified job groups were entered into a statistically reliable formula which predicts overall job difficulty. The resultant JDIs provide a relative measure of how jobs vary in difficulty when compared to other jobs identified in the sample. The index ranks jobs on a scale of one (for very easy jobs) to 25 (for very difficult jobs). The indices are then adjusted so that the average JDI is 13.00. Individual JDIs were computed for the major job groups identified in the CAREER LADDER STRUCTURE section of this report. These indices are listed in Table 17.

Within the AFS 296X0 survey sample, the Plans Supervisors performed the job rated least difficult, while the Base Programmers performed jobs rated above average in difficulty. This great variance is probably related to the average number of tasks performed. Base Programmers performed an average of 145 tasks, while Plans Supervisors only perform an average of 49 tasks.



TABLE 13

## THE 15 TASKS RATED AS MOST DIFFICULT FOR DAFSC 296X0

TASK	TITLE	TASK DIFFICULTY RATING	PERCENT MEMBERS PERFORMING (N=252)
F124	PREPARE ECONOMIC ANALYSES	7.65	25
F126	PREPARE OR SUBMIT SUPPORTING JUSTIFICATION FOR ANNUAL CONGRESSIONAL APPORTIONMENT HEARINGS FOR FUNDS	7.56	14
G157	NEGOTIATE WITH PERSONNEL OF FOREIGN GOVERNMENTS FOR LAND, BASES, FACILITIES, EQUIPMENT, OR PERSONNEL	7.49	11
F125	PREPARE OR SUBMIT BUDGET ESTIMATES FOR INCLUSION IN OPERATING BUDGETS	7.05	36
D74	WRITE CDC MATERIAL	6.98	4
F129	PROVIDE INPUTS OR JUSTIFICATION FOR REQUIRED OPERATIONAL CAPABILITIES (ROC)	6.94	23
F149	TRANSLATE OPERATIONAL REQUIREMENTS INTO PROGRAMMING CONCEPTS AND METHODS	6.85	45
D64	DEVELOP RESIDENT COURSE CURRICULUM MATERIALS	6.75	4
D75	WRITE TEST QUESTIONS	6.72	5
D63	DEVELOP RESIDENT COURSE CURRICULA, PLANS OF INSTRUCTIONS (POI), OR SPECIALTY TRAINING STANDARDS (STS)	6.69	5
K251	PREPARE DIRECTIVES OUTLINING UNIT STAFF RESPONSIBILITIES FOR BUDGET PREPARATION	6.61	17
B40	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	6.59	68
K233	COMPILE INPUTS FOR BASE COMMUNICATIONS PORTION OF BASE BUDGETS	6.58	22
K232	COMPILE INPUTS FOR AFCS UNIT BUDGETS	6.49	21
F128	PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS	6.45	75

TABLE 14

THE 15 TASKS RATED AS LEAST DIFFICULT FOR DAFSC 296X0

TASK	TITLE	TASK DIFFICULTY RATING	PERCENT MEMBERS PERFORMING (N=252)
F107	COORDINATE TRANSPORTATION OR LODGING FOR VISITING ENGINEERS OR INSTALLATION TEAMS	3.32	71
A11	ESTABLISH PUBLICATIONS DISTRIBUTION OFFICE AMOUNTS	3.21	31
B29	IMPLEMENT SUGGESTION PROGRAMS	3.18	16
G151	ASSIGN COMMAND DOCUMENT CONTROL NUMBERS (CDCN) TO SOR	3.15	34
G155	MAINTAIN UNIT CONTROL REGISTERS FOR C-E PROGRAMMING DOCUMENTS	3.12	42
B32	REQUISITION SUPPLIES OR EQUIPMENT	3.09	41
D52	ADMINISTER OR SCORE TESTS	3.07	5
B24	DIRECT MAINTENANCE OR UTILIZATION OF OFFICE EQUIPMENT	3.03	29
D73	VERIFY PERSONNEL ENROLLED IN CDCs	3.02	7
A6	DEVELOP EMERGENCY PERSONNEL RECALL PROCEDURES	2.91	15
A14	PLAN LAYOUT OF OFFICE FACILITIES	2.85	29
E78	ASSIGN SERIAL NUMBERS TO UNIT-PREPARED PLANS	2.84	32
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	2.48	24
A19	SCHEDULE LEAVES	2.33	32
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	1.23	21



TABLE 15

THE TASKS RATED MOST DIFFICULT AND PERFORMED BY THE LARGEST PERCENTAGES  
OF DAFSC 296X0 RESPONDENTS

TASK	TITLE	TASK DIFFICULTY RATING	PERCENT MEMBERS PERFORMING (N=252)
B40	WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS	6.59	68
F128	PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS	6.45	75
F111	DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS	6.45	76
F105	CONDUCT RESEARCH VALIDATING C-E REQUIREMENTS	6.37	70
F104	COMPUTE OR DETERMINE MINIMUM RESOURCES REQUIRED TO DEVELOP SOR	6.35	66
F121	PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL	5.54	73
H176	CORRELATE PCSPs WITH PROGRAM DOCUMENTS TO INSURE COMPATIBILITY	5.45	62
F108	DETERMINE FUNCTIONAL RESPONSIBILITIES IN PREPARATION OF SOR	5.43	65
I201	TAKE ACTIONS REQUIRED TO ASSURE MILESTONE SCHEDULES ARE MET	5.42	72

TABLE 16

TASKS RATED LEAST DIFFICULT AND PERFORMED BY THE LARGEST PERCENTAGES  
OF DAFSC 296X0 RESPONDENTS

<u>TASK</u>	<u>TITLE</u>	<u>TASK DIFFICULTY RATING</u>	<u>PERCENT MEMBERS PERFORMING (N=252)</u>
G152	COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES	4.15	77
B21	CONDUCT OR PARTICIPATE IN STAFF MEETINGS	4.04	82
I194	RECEIVE, REVIEW, OR DISSEMINATE PROGRAM APPROVAL NOTIFICATION	4.03	69
F144	ROUTE SOR TO STAFF AGENCIES FOR COORDINATION	3.84	71
F99	ACCOMPANY ENGINEERS DURING PRE-ENGINEERING SURVEYS	3.62	70
G158	OBTAIN SIGNATURES OF C3 BOARD CHAIRMEN ON SORS	3.49	69
B31	MAINTAIN STATUS BOARDS, GRAPHS OR CHARTS	3.38	70
F107	COORDINATE TRANSPORTATION OR LODGING FOR VISITING ENGINEERS OR INSTALLATION TEAMS	3.32	71



**TABLE 17**

**JOB DIFFICULTY INDICES AND RELATED DATA BY JOB GROUPS**

<u>JOB GROUPS</u>	<u>AVERAGE NUMBER OF TASKS PERFORMED</u>	<u>ATDPUTS*</u>	<u>JDI**</u>
I. BASE PROGRAMMERS (N=155)	145	4.9	15.8
II. JUNIOR PCSP PERSONNEL (N=9)	82	4.8	10.7
III. JUNIOR BCEP PERSONNEL (N=6)	56	4.8	8.6
IV. HEADQUARTERS PROGRAMMERS (N=40)	48	4.9	9.8
V. PCSP MONITORS (N=7)	37	4.9	7.7
VI. PLANS SUPERVISORS (N=12)	49	4.7	6.9

\* AVERAGE TASK DIFFICULTY PER UNIT TIME SPENT

\*\* AVERAGE JDI =13.0

## COMPARISON OF CAREER LADDER DOCUMENTS TO SURVEY DATA

### AFR 39-1 Specialty Descriptions

Survey data were compared with the specialty descriptions found in AFR 39-1. In general, the specialty descriptions gave a thorough and accurate picture of the Communications-Electronics Programs Management functions DAFSC 29630, 29670, and 29690 personnel were actually doing in the field.

### Specialty Training Standard (STS)

A review of the draft STS 296X0, dated February 1979, was made for the 3-, 7-, and 9-skill levels. Assistance was provided by subject matter specialists at the Technical Training School who matched inventory tasks with STS items. Each of the STS subparagraphs containing task knowledge or performance requirements were compared to the survey results. Subparagraphs containing only general information or subject knowledge proficiency level requirements were not evaluated.

Overall, the STS appears to be complete in providing general training requirements. Most STS subparagraphs were supported by the survey data. Furthermore, several tasks listed in the inventory were not linked with specific STS items, even though they did relate to the general subject area (specific STS paragraph number). These tasks should be examined by subject matter specialists to determine whether they are sufficiently important for inclusion in subparagraphs of the STS. Data reflecting the match between STS items and survey sample responses will be furnished the technical training school for this purpose.



## COMPARISON OF CURRENT SURVEY TO THE 1974 SURVEY

The results of this survey were compared to those of Occupational Survey Report (OSR) AFPT 90-296-169, dated 23 December 1974. Overall, the survey findings were quite similar. The high degree of homogeneity found in the previous study was apparent in the present study. All major groups identified in the 1974 study were found in the current one (See Table 18). The only exception was a small group in the last study, Manpower Superintendents, which does not appear in any job group or independent job type in the present study. Job group titles have been changed somewhat, but the jobs are essentially the same.

It is apparent in reviewing the results from both surveys that the survey data has remained very stable over the intervening years. With this stability in the data and provided no major changes are introduced in the career ladder, such as adding a 5- skill level or restructuring with another related career ladder, a resurvey of this ladder should not be required in the foreseeable future.

TABLE 18

## COMPARISON OF CAREER LADDER STRUCTURE FOR THE 1974 AND 1979 STUDIES

1979 STUDY (N=252)	PERCENT OF SAMPLE	1974 STUDY (N=308)	PERCENT OF SAMPLE
I BASE PROGRAMMERS	62%	BASE PROGRAM C-E SUPPORT MANAGER (PCSP)	11%
II JUNIOR PCSP PERSONNEL	4%	BASE PROGRAMMER	56%
III JUNIOR BEEP PERSONNEL	2%		
IV HEADQUARTERS PROGRAMMERS	16%	COMMUNICATIONS AREA PROGRAMMERS	10%
V PCSP MONITORS	3%	SUPERINTENDENT OF POLICIES, PROCEDURES, REQUIREMENTS	3%
VI PLANS SUPERVISORS	5%	COMMUNICATION AREA AND MAJOR PCSP MANAGERS	4%
		PLANS MANAGER	5%
		MANPOWER SUPERINTENDENT	2%



## IMPLICATIONS

During the analysis process, no major problems associated with this career ladder were encountered. The career ladder has remained relatively stable over the intervening years since the 1974 survey. This stability should continue for the foreseeable future unless restructuring of the ladder is undertaken. PCSP Monitors, although a very small representative group, indicate some job dissatisfaction and a rather low reenlistment intention. This is probably related to the relatively low average number of tasks performed by these otherwise experienced incumbents.

## APPENDIX A



GROUP ID NUMBER AND TITLE: GRP049 BASE PROGRAMMERS

GROUP DIFFERENTIATING TASKS:

TASKS

F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD  
APPROVAL  
I189 MAINTAIN SCHEME FOLDERS  
F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW  
BY HIGHER HEADQUARTERS  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING  
AFCS ENGINEERING OR INSTALLATION ASSISTANCE  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E  
REQUIREMENTS  
G167 RECEIVE OR COMPILE SOR PARTS  
G154 INITIATE REQUESTS FOR SUPPORT BY BCE FOR CONSTRUCTION  
SUPPORT REQUIREMENTS  
F134 REQUEST PRE-ENGINEERING ASSISTANCE FOR PROGRAM  
DEVELOPMENT  
I188 BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS  
G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE  
AGENCIES  
I190 OBTAIN DATA FROM BCE FOR ALLIED SUPPORT CONSTRUCTION  
STATUS REPORTS  
G161 PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR  
RELOCATION OF C-E EQUIPMENT  
F105 CONDUCT RESEARCH VALIDATING C-E REQUIREMENTS  
G158 OBTAIN SIGNATURES OF C3 BOARD CHAIRMEN ON SORS  
F107 COORDINATE TRANSPORTATION OR LODGING FOR VISITING  
ENGINEERS OR INSTALLATION TEAMS

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
F PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	24
G PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	12
H PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	10
I PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	10
J PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS	9

GROUP ID NUMBER AND TITLE: GRP080 BASE PCSP MANAGERS

NUMBER IN GROUP: 30

PERCENT OF SAMPLE: 12%

MAJCOM DISTRIBUTION: AFCS (67%), USAFSS (17%), ADC (7%), USAFE (3%), PACAF (3%), SAC (3%)

LOCATION: CONUS (40%), OVERSEAS (60%)

DAFSC DISTRIBUTION: 29630 (10%), 29670 (73%), 29690 (17%)

AVERAGE GRADE: 6.1

JOB DIFFICULTY INDEX: 12.8

AVERAGE TIME IN CAREER FIELD: 58 MOS

AVERAGE TIME IN SERVICE: 205 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (3%), SO-SO (3%), INTERESTING (94%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 7%  
FAIRLY WELL OR BETTER 93%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 3%  
FAIRLY WELL OR BETTER 97%

AVERAGE NUMBER OF TASKS PERFORMED: 92

GROUP DIFFERENTIATING TASKS:

TASKS

I189 MAINTAIN SCHEME FOLDERS  
F128 PREPARE STATEMENTS OF REQUIREMENTS(SOR) FOR REVIEW BY HIGHER HEADQUARTERS  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS  
G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES  
H172 ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES  
G154 INITIATE REQUESTS FOR SUPPORT BY BCE FOR CONSTRUCTION SUPPORT REQUIREMENTS  
G161 PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR RELOCATION OF C-E EQUIPMENT  
I191 PREPARE DRAFTS OF C-E INSTALLATION COMPLETION AND COMMISSIONING CERTIFICATES  
I190 OBTAIN DATA FROM BCE FOR ALLIED SUPPORT CONSTRUCTION STATUS REPORTS  
F115 INITIATE FOLLOW-UP ACTIONS TO C3 REQUIREMENTS BOARD ACTION ITEMS  
H173 CORRECT VARIANCES BETWEEN THE AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS) AND PCSP  
H174 CORRELATE PCSPs WITH AFEMS RECORDS  
H183 PROOF READ PCSP CARDS  
H176 CORRELATE PCSPs WITH PROGRAM DOCUMENTS TO INSURE COMPATIBILITY

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
F PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	31
G PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	17
I PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	14
H PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	13
E PERFORMING PLANS MANAGEMENT DUTIES	5



GROUP ID NUMBER AND TITLE: GRP124 PCSP BUDGET ANALYSTS

NUMBER IN GROUP: 5

PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: USAFSS (80%), AFCS (20%)

LOCATION: CONUS (0%), OVERSEAS (100%)

DAFSC DISTRIBUTION: 29670 (80%), 29690 (20%)

AVERAGE GRADE: 5.8

JOB DIFFICULTY INDEX: 15.6

AVERAGE TIME IN CAREER FIELD: 46 MOS

AVERAGE TIME IN SERVICE: 182 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (20%), INTERESTING (80%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 111

GROUP DIFFERENTIATING TASKS:

TASKS

H184 RECEIVE OR PROCESS PCSP WORKBOOKS  
F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS  
H172 ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES  
H173 CORRECT VARIANCES BETWEEN THE AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS)  
AND PCSP  
H175 CORRELATE PCSPs WITH CUSTOMER ACCOUNT/CUSTOMER RECEIPT LISTINGS (CA/CRL)  
H178 INVENTORY C-E EQUIPMENT WITH CUSTODIAN  
H174 CORRELATE PCSPs WITH AFEMS RECORDS  
F134 REQUEST PRE-ENGINEERING ASSISTANCE FOR PROGRAM DEVELOPMENT  
G167 RECEIVE OR COMPILE SOR PARTS  
G168 REPRODUCE OR DISTRIBUTE SORs  
I189 MAINTAIN SCHEME FOLDERS  
G150 ACCOMPLISH STAFF COORDINATION ON PROGRAM ACTIONS OR DELETIONS  
F115 INITIATE FOLLOW-UP ACTIONS TO C3 REQUIREMENTS BOARD ACTION ITEMS  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS  
K246 MAKE ADJUSTMENTS TO SUPPLY AND EQUIPMENT BUDGETS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	29
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	14
H	PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	14
K	PERFORMING BUDGETING FUNCTIONS	13
I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	13

GROUP ID NUMBER AND TITLE: GRP091 PCSP REQUIREMENTS MANAGERS

NUMBER IN GROUP: 7

PERCENT OF SAMPLE: 3%

MAJCOM DISTRIBUTION: AFCS (100%)

LOCATION: CONUS (57%), OVERSEAS (43)

DAFSC DISTRIBUTION: 29630 (29%), 29670 (71%)

AVERAGE GRADE: 5.9

JOB DIFFICULTY INDEX: 13.5

AVERAGE TIME IN CAREER FIELD: 50 MOS

AVERAGE TIME IN SERVICE: 211 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (0%), INTERESTING (100%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 14%  
FAIRLY WELL OR BETTER 86%

AVERAGE NUMBER OF TASKS PERFORMED: 88

GROUP DIFFERENTIATING TASKS:

TASKS

F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS  
I189 MAINTAIN SCHEME FOLDERS  
I201 TAKE ACTIONS REQUIRED TO ASSURE MILESTONE SCHEDULES ARE MET  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS  
F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL  
F144 ROUTE SOR TO STAFF AGENCIES FOR COORDINATION  
F104 COMPUTE OR DETERMINE MINIMUM RESOURCES REQUIRED TO DEVELOP SOR  
F105 CONDUCT RESEARCH VALIDATING C-E REQUIREMENTS  
G167 RECEIVE OR COMPILE SOR PAKTS  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION  
ASSISTANCE  
I197 REVIEW SCHEME PROGRESS USING ENGINEERING INSTALLATION MANAGEMENT SYSTEM (EIMS)  
COMMAND STATUS REPORTS  
G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES  
F108 DETERMINE FUNCTIONAL RESPONSIBILITIES IN PREPARATION OF SOR  
F103 BRIEF ENGINEERS ON PROGRAMS  
F110 DETERMINE OR VALIDATE REQUIREMENTS FOR ADDITIONAL PERSONNEL TO SUPPORT NEW PROGRAMS

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
F PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	35
G PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	20
I PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	15
E PERFORMING PLAN MANAGEMENT DUTIES	9



GROUP ID NUMBER AND TITLE: GRP110 PCSP PLANS MANAGERS

NUMBER IN GROUP: 15

PERCENT OF SAMPLE: 6%

MAJCOM DISTRIBUTION: AFCS (67%), ADC (13%), USAFE (7%), PACAF (7%), USAFSS (6%)

LOCATION: CONUS (40%), OVERSEAS (60%)

DAFSC DISTRIBUTION: 29630 (7%), 29670 (67%), 29690 (26%)

AVERAGE GRADE: 6.2

JOB DIFFICULTY INDEX: 11.5

AVERAGE TIME IN CARRIER FIELD: 70 MOS

AVERAGE TIME IN SERVICE: 208 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (7%), SO-SO (0%), INTERESTING (93%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 13%  
FAIRLY WELL OR BETTER 87%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 83

GROUP DIFFERENTIATING TASKS:

TASKS

I189 MAINTAIN SCHEME FOLDERS  
H172 ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES  
H173 CORRECT VARIANCES BETWEEN THE AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS)  
AND PCSP  
F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS  
G167 RECEIVE OR COMPILE SOR PARTS  
H183 PROOF READ PCSP CARDS  
F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL  
I191 PREPARE DRAFTS OF C-E INSTALLATION COMPLETION AND COMMISSIONING CERTIFICATES  
H174 CORRELATE PCSPs WITH AFEMS RECORDS  
G158 OBTAIN SIGNATURES OF C3 BOARD CHAIRMEN ON SORs  
G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES  
H175 CORRELATE PCSPs WITH CUSTOMER ACCOUNT/CUSTOMER RECEIPT LISTINGS (CA/CRL)  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION  
ASSISTANCE  
F134 REQUEST PRE-ENGINEERING ASSISTANCE FOR PROGRAM DEVELOPMENT  
G161 PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR RELOCATION OF C-E EQUIPMENT

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
F PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	30
H PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	19
G PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	18
I PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	16
B DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	3

GROUP ID NUMBER AND TITLE: GRP068 BASE BCEP MANAGERS

NUMBER IN GROUP: 117

PERCENT OF SAMPLE: 46%

MAJCOM DISTRIBUTION: AFCS (85%), AFSC (8%), SAC (3%), TAC (2%), OTHER (2%)

LOCATION: CONUS (63%), OVERSEAS (37%)

DAFSC DISTRIBUTION: 29630 (14%), 29670 (60%), 29690 (24%), OTHER (2%)

AVERAGE GRADE: 6.0

JOB DIFFICULTY INDEX: 16.7

AVERAGE TIME IN CAREER FIELD: 62 MOS

AVERAGE TIME IN SERVICE: 202 MOS

AVERAGE NUMBER SUPERVISED: 1.0

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (6%), INTERESTING (88%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 10%  
FAIRLY WELL OR BETTER 90%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 14%  
FAIRLY WELL OR BETTER 86%

AVERAGE NUMBER OF TASKS PERFORMED: 162

GROUP DIFFERENTIATING TASKS:

TASKS

F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION ASSISTANCE  
I189 MAINTAIN SCHEME FOLDERS  
F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTER  
F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL  
G154 INITIATE REQUESTS FOR SUPPORT BY BCE FOR CONSTRUCTION SUPPORT REQUIREMENTS  
G161 PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR RELOCATION OF C-E EQUIPMENT  
G167 RECEIVE OR COMPILE SOR PARTS  
F134 REQUEST PRE-ENGINEERING ASSISTANCE FOR PROGRAM DEVELOPMENT  
G158 OBTAIN SIGNATURES OF C3 BOARD CHAIRMEN ON SORs  
H173 CORRECT VARIANCES BETWEEN THE AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS) AND PCSP  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS  
J204 COMPILE FUTURE BWCP TELEPHONE REQUIREMENTS FOR BASE AGENCIES  
J205 COMPILE OR FORWARD BASE WIRE COMMUNICATION PROGRAM (BWCP) DOCUMENTATION  
J208 NOTIFY BASE CUSTOMERS TO SUBMIT FUTURE TELEPHONE REQUIREMENTS  
E89 MAINTAIN PLANS LIBRARIES

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	22
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	11
J	PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS	10
E	PERFORMING PLANS MANAGEMENT DUTIES	9



GROUP ID NUMBER AND TITLE: GRP131 BCEP REQUIREMENTS AND PLANS MANAGERS

NUMBER IN GROUP: 55

PERCENT OF SAMPLE: 22%

MAJCOM DISTRIBUTION: AFCS (80%), AFSC (9%), SAC (4%), OTHER (7%)

LOCATION: CONUS (62%), OVERSEAS (35%), NOT REPORTED (3%)

DAFSC DISTRIBUTION: 29630 (15%), 29670 (58%), 29690 (27%)

AVERAGE GRADE: 6.0

JOB DIFFICULTY INDEX: 15.9

AVERAGE TIME IN CAREER FIELD: 56 MOS

AVERAGE TIME IN SERVICE: 200 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (7%), SO-SO (9%), INTERESTING (84%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 9%  
FAIRLY WELL OR BETTER 91%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 11%  
FAIRLY WELL OR BETTER 89%

AVERAGE NUMBER OF TASKS PERFORMED: 149

GROUP DIFFERENTIATING TASKS:

TASKS

F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION  
ASSISTANCE  
F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL  
H174 CORRELATE PCSPs WITH AFEMS RECORDS  
H173 CORRECT VARIANCES BETWEEN THE AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS)  
AND PCSP  
H172 ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES  
I189 MAINTAIN SCHEME FOLDERS  
H175 CORRELATE PCSPs WITH CUSTOMER ACCOUNT/CUSTOMER RECEIPT LISTINGS (CA/CRL)  
G161 PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR RELOCATION OF C-E EQUIPMENT  
G154 INITIATE REQUESTS FOR SUPPORT BY BCE FOR CONSTRUCTION SUPPORT REQUIREMENTS  
G158 OBTAIN SIGNATURES OF C3 BOARD CHAIRMEN ON SORs  
I191 PREPARE DRAFTS OF C-E INSTALLATION COMPLETION AND COMMISSIONING CERTIFICATES  
H176 CORRELATE PCSPs WITH PROGRAM DOCUMENTS TO INSURE COMPATIBILITY  
J204 COMPILE FUTURE BWCP TELEPHONE REQUIREMENTS FOR BASE AGENCIES  
J205 COMPILE OR FORWARD BASE WIRE COMMUNICATION PROGRAM (BWCP) DOCUMENTATION

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	23
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	12
J	PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS	12
H	PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	12
I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	10

GROUP ID NUMBER AND TITLE: GRP145 BCEP BUDGET ANALYSTS

NUMBER IN GROUP: 32

PERCENT OF SAMPLE: 13%

MAJCOM DISTRIBUTION: AFCS (94%), TAC (3%), ATC (3%)

LOCATION: CONUS (59%), OVERSEAS (41%)

DAFSC DISTRIBUTION: 29630 (16%), 29670 (63%), 29690 (16%), OTHER (5%)

AVERAGE GRADE: 5.9

JOB DIFFICULTY INDEX: 18.7

AVERAGE TIME IN CAREER FIELD: 65 MOS

AVERAGE TIME IN SERVICE: 197 MOS

AVERAGE NUMBER SUPERVISED: 1.0

EXPRESSED JOB INTEREST: DULL (6%), SO-SO (3%), INTERESTING (91%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 13%  
FAIRLY WELL OR BETTER 87%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 16%  
FAIRLY WELL OR BETTER 84%

AVERAGE NUMBER OF TASKS PERFORMED: 194

GROUP DIFFERENTIATING TASKS:

TASKS

- F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS
- I189 MAINTAIN SCHEME FOLDERS
- E89 MAINTAIN PLANS LIBRARIES
- F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION ASSISTANCE
- F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD
- F122 PREPARE C3 BOARD AGENDA AND INVITATIONS TO PARTICIPANTS
- F125 PREPARE OR SUBMIT BUDGET ESTIMATES FOR INCLUSION IN OPERATING BUDGETS
- E90 POST CHANGES TO PLANS ON FILE
- E95 PREPARE, FILE, OR MAINTAIN PLANS CONTROL RECORDS
- I190 OBTAIN DATA FROM BCE FOR ALLIED SUPPORT CONSTRUCTION STATUS REPORTS
- K246 MAKE ADJUSTMENTS TO SUPPLY AND EQUIPMENT BUDGETS
- F134 REQUEST PRE-ENGINEERING ASSISTANCE FOR PROGRAM DEVELOPMENT
- H172 ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES
- K232 COMPILE INPUTS FOR AFCS UNIT BUDGETS
- K241 EVALUATE COST CENTER CODE EXPENDITURE REPORTS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	19
K	PERFORMING BUDGETING FUNCTIONS	14
E	PERFORMING PLANS MANAGEMENT DUTIES	10
J	PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS	9
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	9



GROUP ID NUMBER AND TITLE: GRP115 BCEP PLANNING MANAGERS

NUMBER IN GROUP: 11

PERCENT OF SAMPLE: 4%

HAJCOM DISTRIBUTION: AFCS (73%), AFSC (27%)

LOCATION: CONUS (73%), OVERSEAS (27%)

DAFSC DISTRIBUTION: 29630 (9%), 29670 (27%), 29690 (55%), OTHER (9%)

AVERAGE GRADE: 6.3

JOB DIFFICULTY INDEX: 16.2

AVERAGE TIME IN CAREER FIELD: 68 MOS

AVERAGE TIME IN SERVICE: 209 MOS

AVERAGE NUMBER SUPERVISED: 2.6

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (0%), INTERESTING (100%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 9%  
FAIRLY WELL OR BETTER 91%

AVERAGE NUMBER OF TASKS PERFORMED: 158

GROUP DIFFERENTIATING TASKS:

TASKS

F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION  
ASSISTANCE  
G150 ACCOMPLISH STAFF COORDINATION ON PROGRAM ACTIONS OR DELETIONS  
F105 CONDUCT RESEARCH VALIDATING C-E REQUIREMENTS  
F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS  
G154 INITIATE REQUESTS FOR SUPPORT BY BCE FOR CONSTRUCTION SUPPORT REQUIREMENTS  
B21 CONDUCT OR PARTICIPATE IN STAFF MEETINGS  
F104 COMPUTE OR DETERMINE MINIMUM RESOURCES REQUIRED TO DEVELOP SOR  
F115 INITIATE FOLLOW-UP ACTIONS TO C3 REQUIREMENTS BOARD ACTION ITEMS  
G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES  
I188 BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS  
F107 COORDINATE TRANSPORTATION OR LODGING FOR VISITING ENGINEERS OR INSTALLATION  
TEAMS  
A3 DETERMINE WORK PRIORITIES  
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS  
A12 ESTABLISH WORK PROCEDURES

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	24
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	12
E	PERFORMING PLANS MANAGEMENT DUTIES	10
B	DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	9
A	ORGANIZING AND PLANNING	8

GROUP ID NUMBER AND TITLE: GRP113 BCP REQUIREMENTS MANAGERS

NUMBER IN GROUP: 5

PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: AFCS (100%)

LOCATION: CONUS (40%), OVERSEAS (60%)

DAFSC DISTRIBUTION: 29670 (100%)

AVERAGE GRADE: 6.0

JOB DIFFICULTY INDEX: 13.9

AVERAGE TIME IN CAREER FIELD: 83 MOS

AVERAGE TIME IN SERVICE: 204 MOS

AVERAGE NUMBER SUPERVISED: 1.4

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (0%), INTERESTING (100%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 0%  
FAIRLY WELL OR BETTER 100%

AVERAGE NUMBER OF TASKS PERFORMED: 99

GROUP DIFFERENTIATING TASKS:

TASKS

F105 CONDUCT RESEARCH VALIDATING C-E REQUIREMENTS  
F104 COMPUTE OR DETERMINE MINIMUM RESOURCES REQUIRED TO DEVELOP SOR  
G167 RECEIVE OR COMPILE SOR PARTS  
J215 PREPARE REQUIREMENTS/RESOURCE DATA (GOVERNMENT OWNED) FORMS (AF FORM 1225)  
F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL  
G156 MONITOR COMPLETION OF SUPPORTING STAFF ACTIONS IN PREPARING PROGRAM DOCUMENTS  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION ASSISTANCE  
G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES  
F108 DETERMINE FUNCTIONAL RESPONSIBILITIES IN PREPARATION OF SOR  
I189 MAINTAIN SCHEME FOLDERS  
I191 PREPARE DRAFTS OF C-E INSTALLATION COMPLETION AND COMMISSIONING CERTIFICATES  
I190 OBTAIN DATA FROM BCE FOR ALLIED SUPPORT CONSTRUCTION STATUS REPORTS  
J204 COMPILE FUTURE BWCP TELEPHONE REQUIREMENTS FOR BASE AGENCIES  
J207 EXAMINE PROGRESS OF MILITARY CONSTRUCTION OR IMPLEMENTATION OF APPROVED BWCPs  
J208 NOTIFY BASE CUSTOMERS TO SUBMIT FUTURE TELEPHONE REQUIREMENTS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	34
J	PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS	20
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	16
I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	13
B	DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	5



GROUP ID NUMBER AND TITLE: GRP047 JUNIOR PCSP PERSONNEL

GROUP DIFFERENTIATING TASKS:

TASKS

H172 ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES  
H173 CORRECT VARIANCES BETWEEN THE AIR FORCE EQUIPMENT  
MANAGEMENT SYSTEM (AFEMS) AND PCSP  
H184 RECEIVE OR PROCESS PCSP WORKBOOKS  
H180 PREPARE DATA MESSAGE FORMS (DD FORM 1392) FOR TRANSMISSION  
OF CARDS  
H176 CORRELATE PCSPs WITH PROGRAM DOCUMENTS TO INSURE  
COMPATIBILITY  
H185 RESEARCH PCSPs  
H175 CORRELATE PCSPs WITH CUSTOMER ACCOUNT/CUSTOMER RECEIPT  
LISTINGS (CA/CRL)  
I189 MAINTAIN SCHEME FOLDERS  
F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW  
BY HIGHER HEADQUARTERS  
H177 ENTER EQUIPMENT RECORDS OF APPROVED PROGRAMS IN THE PCSP  
H183 PROOF READ PCSP CARDS  
H174 CORRELATE PCSPs WITH AFEMS RECORDS  
F144 ROUTE SOR TO STAFF AGENCIES FOR COORDINATION  
G167 RECEIVE OR COMPILE SOR PARTS  
G158 OBTAIN SIGNATURES OF C3 BOARD CHAIRMEN ON SORs

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

H	PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	24
F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	22
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	14
I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	11
E	PERFORMING PLANS MANAGEMENT DUTIES	8

GROUP ID NUMBER AND TITLE: GRP028 JUNIOR BCKP PERSONNEL

GROUP DIFFERENTIATING TASKS:

TASKS

- G154 INITIATE REQUESTS FOR SUPPORT BY BCE FOR CONSTRUCTION SUPPORT REQUIREMENTS
- I189 MAINTAIN SCHEME FOLDERS
- I193 PREPARE OR FORWARD ALLIED SUPPORTING STRUCTURE STATUS REPORTS
- I191 PREPARE DRAFTS OF C-E INSTALLATION COMPLETION AND COMMISSIONING CERTIFICATES
- J205 COMPILE OR FORWARD BASE WIRE COMMUNICATION PROGRAM (BWCP) DOCUMENTATION
- G161 PREPARE CERTIFICATES OF INSTALLATION, REMOVAL OR RELOCATION OF C-E EQUIPMENT
- I190 OBTAIN DATA FROM BCE FOR ALLIED SUPPORT CONSTRUCTION STATUS REPORTS
- G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES
- I192 PREPARE ENGINEERING CHANGE REQUEST/AUTHORIZATION (ECR/A) FOR PROGRAM CHANGES
- F99 ACCOMPANY ENGINEERS DURING PRE-ENGINEERING SURVEYS
- I194 RECEIVE, REVIEW, OR DISSEMINATE PROGRAM APPROVAL NOTIFICATION
- I201 TAKE ACTIONS REQUIRED TO ASSURE MILESTONE SCHEDULES ARE MET
- I188 BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS
- J204 COMPILE FUTURE BWCP TELEPHONE REQUIREMENTS FOR BASE AGENCIES
- I197 REVIEW SCHEME PROGRESS USING ENGINEERING INSTALLATION MANAGEMENT SYSTEM (EIMS) COMMAND STATUS REPORTS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	20
J	PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS	
F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	17
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	15
E	PERFORMING PLANS MANAGEMENT DUTIES	15
K	PERFORMING BUDGETING FUNCTIONS	5



**GROUP ID NUMBER AND TITLE: GRP019 HEADQUARTERS PROGRAMMERS**

**GROUP DIFFERENTIATING TASKS:**

**TASKS**

G169 REVIEW OR CORRECT SOR SUBMITTED BY SUBORDINATE ELEMENTS  
F144 ROUTE SOR TO STAFF AGENCIES FOR COORDINATION  
I189 MAINTAIN SCHEME FOLDERS  
I194 RECEIVE, REVIEW, OR DISSEMINATE PROGRAM APPROVAL NOTIFICATION  
I197 REVIEW SCHEME PROGRESS USING ENGINEERING INSTALLATION  
MANAGEMENT SYSTEM (EIMS) COMMAND STATUS REPORTS  
G163 PREPARE STAFF SUMMARY SHEETS FOR PROGRAM  
DOCUMENTS  
I188 BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS  
I196 REVIEW OR ANALYZE PROGRAM IMPLEMENTATION PROGRESS  
REPORTS  
I201 TAKE ACTIONS REQUIRED TO ASSURE MILESTONE SCHEDULES  
ARE MET  
G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E  
REQUIREMENTS  
G150 ACCOMPLISH STAFF COORDINATION ON PROGRAM ACTIONS OR  
DELETIONS  
B40 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS  
B21 CONDUCT OR PARTICIPATE IN STAFF MEETINGS  
I195 REPORT STATUS OF PROGRAMS TO HQ USAF

**TIME SPENT ON DUTIES:**

**DUTY**

**AVERAGE TIME SPENT  
BY ALL MEMBERS**

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	30
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	23
I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	19
B	DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	7
H	PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	6

GROUP ID NUMBER AND TITLE: GRP063 MAJCOM PROGRAMMERS

NUMBER IN GROUP: 5

PERCENT OF SAMPLE: 2%

MAJCOM DISTRIBUTION: AFCS (40%), ADC (40%), MAC (20%)

LOCATION: CONUS (80%), OVERSEAS (20%)

DAFSC DISTRIBUTION: 29670 (40%), 29690 (60%)

AVERAGE GRADE: 6.4

JOB DIFFICULTY INDEX: 9.3

AVERAGE TIME IN CAREER FIELD: 95 MOS

AVERAGE TIME IN SERVICE: 208 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (0%), SO-SO (20%), INTERESTING (80%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 40%  
FAIRLY WELL OR BETTER 60%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 20%  
FAIRLY WELL OR BETTER 80%

AVERAGE NUMBER OF TASKS PERFORMED: 38

GROUP DIFFERENTIATING TASKS:

TASKS

F144 ROUTE SOR TO STAFF AGENCIES FOR COORDINATION  
F128 PREPARE STATEMENTS OF REQUIREMENTS (SOR) FOR REVIEW BY HIGHER HEADQUARTERS  
G169 REVIEW OR CORRECT SOR SUBMITTED BY SUBORDINATE ELEMENTS  
I189 MAINTAIN SCHEME FOLDERS  
F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL  
G164 PRESENT SOR TO C3 BOARD  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS  
G167 RECEIVE OR COMPILE SOR PARTS  
G158 OBTAIN SIGNATURES OF C3 BOARD CHAIRMEN ON SORs  
G163 PREPARE STAFF SUMMARY SHEETS FOR PROGRAM DOCUMENTS  
F145 SUBMIT INPUT TO COMMAND, COMMUNICATIONS, AND CONTROL PROGRAM FOR NEW PROGRAMS  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION ASSISTANCE  
F108 DETERMINE FUNCTIONAL RESPONSIBILITIES IN PREPARATION OF SOR  
F112 DETERMINE REQUIREMENTS FOR CRYPTOLOGIC EQUIPMENT TO SUPPORT PROGRAMS  
F146 SUBMIT INPUT TO COMSEC EQUIPMENT PROGRAM (CEP)

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	46
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	28
I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	10
B	DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	6
A	ORGANIZING AND PLANNING	5



GROUP ID NUMBER AND TITLE: GRP060 STAFF PROGRAMMERS

NUMBER IN GROUP: 11

PERCENT OF SAMPLE: 4%

MAJCOM DISTRIBUTION: AFCS (82%), TAC (9%), AFSC (9%)

LOCATION: CONUS (27%), OVERSEAS (73%)

DAFSC DISTRIBUTION: 29670 (64%), 29690 (36%)

AVERAGE GRADE: 6.9

JOB DIFFICULTY INDEX: 12.4

AVERAGE TIME IN CAREER FIELD: 87 MOS

AVERAGE TIME IN SERVICE: 218 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (9%), SO-SO (0%), INTERESTING (91%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 18%  
FAIRLY WELL OR BETTER 82%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 27%  
FAIRLY WELL OR BETTER 73%

AVERAGE NUMBER OF TASKS PERFORMED: 67

GROUP DIFFERENTIATING TASKS:

TASKS

F144 ROUTE SOR TO STAFF AGENCIES FOR COORDINATION  
G169 REVIEW OR CORRECT SOR SUBMITTED BY SUBORDINATE ELEMENTS  
G163 PREPARE STAFF SUMMARY SHEETS FOR PROGRAM DOCUMENTS  
B40 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS  
I188 BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS  
F100 ACT AS FOCAL POINT FOR REQUIREMENTS NEEDING AFCS ENGINEERING OR INSTALLATION ASSISTANCE  
G150 ACCOMPLISH STAFF COORDINATION ON PROGRAM ACTIONS OR DELETIONS  
F145 SUBMIT INPUT TO COMMAND, COMMUNICATIONS, AND CONTROL PROGRAM FOR NEW PROGRAMS  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS  
G168 REPRODUCE OR DISTRIBUTE SORs  
G159 OBTAIN STAFF COORDINATION FOR SOR BY SUBORDINATE ELEMENTS  
G167 RECEIVE OR COMPILE SOR PARTS  
G171 VERIFY SOR MANPOWER CHANGE REQUIREMENTS  
B21 CONDUCT OR PARTICIPATE IN STAFF MEETINGS  
F121 PREPARE C-E REQUIREMENTS FOR C3 REQUIREMENTS BOARD APPROVAL

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	35
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	22
I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	10
B	DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	9
A	ORGANIZING AND PLANNING	9

GROUP ID NUMBER AND TITLE: GRP041 PROGRAM REVIEWERS

NUMBER IN GROUP: 16

PERCENT OF SAMPLE: 6%

MAJCOM DISTRIBUTION: AFCS (88%), PACAF (6%), AFSC (6%)

LOCATION: CONUS (75%), OVERSEAS (25%)

DAFSC DISTRIBUTION: 29630 (6%), 29670 (81%), 29690 (13%)

AVERAGE GRADE: 5.6

JOB DIFFICULTY INDEX: 9.0

AVERAGE TIME IN CAREER FIELD: 54 MOS

AVERAGE TIME IN SERVICE: 182 MOS

AVERAGE NUMBER SUPERVISED: NONE

EXPRESSED JOB INTEREST: DULL (13%), SO-SO (13%), INTERESTING (74%)

PERCEIVED UTILIZATION OF TALENTS: LITTLE OR NOT AT ALL 19%  
FAIRLY WELL OR BETTER 81%

PERCEIVED UTILIZATION OF TRAINING: LITTLE OR NOT AT ALL 19%  
FAIRLY WELL OR BETTER 81%

AVERAGE NUMBER OF TASKS PERFORMED: 43

GROUP DIFFERENTIATING TASKS:

TASKS

- I198 REVIEW, CORRECT, OR MAKE INPUTS TO EIMS REPORTS
- I197 REVIEW SCHEME PROGRESS USING ENGINEERING INSTALLATION MANAGEMENT SYSTEM (EIMS)  
COMMAND STATUS REPORTS
- I196 REVIEW OR ANALYZE PROGRAM IMPLEMENTATION PROGRESS REPORTS
- I189 MAINTAIN SCHEME FOLDERS
- I194 RECEIVE, REVIEW, OR DISSEMINATE PROGRAM APPROVAL NOTIFICATION
- I201 TAKE ACTIONS REQUIRED TO ASSURE MILESTONE SCHEDULES ARE MET
- G169 REVIEW OR CORRECT SOR SUBMITTED BY SUBORDINATE ELEMENTS
- G152 COORDINATE COMPLETED PROGRAM ACTIONS WITH RESPONSIBLE AGENCIES
- G150 ACCOMPLISH STAFF COORDINATION ON PROGRAM ACTIONS OR DELETIONS
- I188 BRIEF COMMANDERS AND STAFF ON STATUS OF C-E PROGRAMS
- F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E REQUIREMENTS
- F144 ROUTE SOR TO STAFF AGENCIES FOR COORDINATION
- H185 RESEARCH PCSPs
- F113 ESTABLISH PRIORITIES FOR C-E INSTALLATION PROJECTS

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

I	PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	31
F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	26
G	PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	18
H	PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	10
B	DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	5



GROUP ID NUMBER AND TITLE: GRP022 PCSP MONITORS

GROUP DIFFERENTIATING TASKS:

TASKS

- H173 CORRECT VARIANCES BETWEEN THE AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS) AND PCSP
- H174 CORRELATE PCSPs WITH AFEMS RECORDS
- H184 RECEIVE OR PROCESS PCSP WORKBOOKS
- H183 PROOF READ PCSP CARDS
- H172 ANNOTATE PCSP BETWEEN EDITIONS TO REFLECT PROGRAM CHANGES
- H176 CORRELATE PCSPs WITH PROGRAM DOCUMENTS TO INSURE COMPATIBILITY
- H175 CORRELATE PCSPs WITH CUSTOMER ACCOUNT/CUSTOMER RECEIPT LISTINGS (CA/CRL)
- I189 MAINTAIN SCHEME FOLDERS
- F107 COORDINATE TRANSPORTATION OR LODGING FOR VISITING ENGINEERS OR INSTALLATION TEAMS
- H182 PREPARE PUNCH CARD TRANSCRIPTS TO ADMINISTRATIVELY CHANGE PCSPs
- H177 ENTER EQUIPMENT RECORDS OF APPROVED PROGRAMS IN THE PCSP
- H185 RESEARCH PCSPs
- B40 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS
- H180 PREPARE DATA MESSAGE FORMS (DD FORM 1392) FOR TRANSMISSION OF CARDS
- I190 OBTAIN DATA FROM BCE FOR ALLIED SUPPORT CONSTRUCTION STATUS REPORTS

TIME SPENT ON DUTIES:

<u>DUTY</u>	<u>AVERAGE TIME SPENT BY ALL MEMBERS</u>
H PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT	37
F PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	19
I PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	13
G PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS	10
B DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	8

GROUP ID NUMBER AND TITLE: GRP013 PLANS SUPERVISORS

GROUP DIFFERENTIATING TASKS:

TASKS

B30 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR  
SUBORDINATES  
B23 DEVELOP OR IMPROVE WORK METHODS OR PROCEDURES  
C50 PERFORM OR EVALUATE SELF INSPECTIONS  
B21 CONDUCT OR PARTICIPATE IN STAFF MEETINGS  
A3 DETERMINE WORK PRIORITIES  
B40 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS  
A15 PLAN OR SCHEDULE WORK ASSIGNMENTS  
A9 ESTABLISH OR UPDATE ORGANIZATIONAL POLICIES OR  
OPERATING INSTRUCTIONS  
C46 EVALUATE OR ANSWER INSPECTION REPORTS  
A12 ESTABLISH WORK PROCEDURES  
A4 DETERMINE WORK REQUIREMENTS FOR OFFICE SPACE, PERSONNEL,  
EQUIPMENT, OR SUPPLIES  
A8 ESTABLISH OR UPDATE FILE SYSTEMS OR RECORDS DISPOSITION  
PLANS  
F111 DETERMINE PROGRAMMING ACTIONS REQUIRED TO MEET C-E  
REQUIREMENTS  
D54 CONDUCT OJT  
F123 PREPARE DIRECTIVES OUTLINING COMPOSITION, RESPONSIBILITIES,  
AND FUNCTIONS OF C3 BOARD

TIME SPENT ON DUTIES:

DUTY

AVERAGE TIME SPENT  
BY ALL MEMBERS

B	DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES	22
A	ORGANIZING AND PLANNING	21
D	TRAINING	12
F	PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS	11
C	EVALUATING OFFICE ACTIVITIES	10